

# MILITARY PERSONNEL PROFESSIONAL REVIEW INTERVIEW GUIDANCE

Institution of  
**MECHANICAL  
ENGINEERS**

Institution of Mechanical Engineers  
1 Birdcage Walk  
Westminster  
London SW1H 9JJ

**For submissions or support:**

**Telephone:** +44 (0)20 7304 6999

**Email:** [membership@imeche.org](mailto:membership@imeche.org)

**Web:** [www.imeche.org](http://www.imeche.org)

Guidance notes for application to become a **Member** of the Institution of Mechanical Engineers (IMechE) and an Incorporated or Chartered Engineer (IEng/CEng MIMechE)

## About these guidance notes

This guide is designed to provide advice to those military personnel who have applied for Incorporated or Chartered Engineer Registration and Membership of the Institution of Mechanical Engineers (IMechE) via the Special Application Process (SAP).

The advice given is from a current armed forces Professional Review Interview interviewer and is designed to help ensure that you arrive fully prepared for the interview. The advice will give you the best possible chance to perform well during the interview by highlighting a few areas where military applicants have struggled in the past. It should be used in conjunction with the advice already published on the IMechE's website.

## Military interviews

Interviews for military personnel are identical to the civilian interviews conducted across the IMechE. Professional Review interviewers will mark you against the same competence statements, so it is important that you are fully prepared, having taken the time to analyse the engineering experience you have gained throughout your career under each competence.

The interview is a discussion between peers, designed to evaluate and assess your level of competence. You are not competing against anyone else, unlike a job interview. There are no trick questions and you should structure your responses to questions using "I" not "we" or "the team" when describing how you have achieved each competence. Also remember that you can only be marked on what you say, so don't make assumptions or miss out any vital information.

## The interview panel

The interview panel is made up of two trained and experienced IMechE Members. One Interviewer (if not both) will be, or have served, in your branch of the Armed Forces. Interviewers are trained by the IMechE alongside their civilian counterparts and understand the requirements of the UK Standard for Professional Engineering Competence (UK-SPEC) and the criteria for election to Membership and Registration. Having military experience gives the interviewers a good understanding of the terminology you might use and your experience, reducing the time you will need to explain the context or background. This does not guarantee that you will pass the interview, so it is important that you do not skimp on your preparation. One, or both, interviewers may be of a higher or lower rank than you but this will not affect the protocol of the review. An interview will be conducted along civilian lines and is genuinely a 'discussion between peers'; neither you nor the interviewers should wear uniform at the interview.

## Preparation

The UK-SPEC describes the requirements that have to be met in order to gain IEng or CEng registration, and gives examples of ways of doing this. To prepare for your interview;

- Acquaint yourself with the appropriate set of competence statements (ensuring you use the right ones for IEng or CEng registration) and write down at least one example, drawn from your career to date, that meets the competence levels in each subsection.
- Think through how you will explain each situation and how you were personally involved.
- Don't miss the fact that competences A and B require you to talk about your involvement in engineering situations using technical terms and examples.
- You can have notes of the competence statements relevant to you at your interview to use as prompt cards but please do not read out prepared material as this is not a presentation.
- Remember to read the IMechE's Code of Conduct.

The full civilian application forms for IEng or CEng registration and the Application Guidance notes (in particular pages 4 and 7-9) about the interview and competences contain useful guidance and examples.

All the documents mentioned can be found on our website at [www.imeche.org/become-a-member](http://www.imeche.org/become-a-member)

## Code of Conduct

When you submit an application form you will have already signed to say you have "reviewed and will abide by the IMechE's Code of Conduct". You will be asked about the Code of Conduct during your interview. You therefore need to be able to discuss how you adhere to the principles outlined.

There are some similarities with our own Values and Standards. You will commit to carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in [your] areas of practice, including the development of a Personal Development Plan. Again, you will be asked questions about these.

## Subscription fees

You can apply to have your professional registration fees reimbursed every year. More details can be found on the Defence Instruction Notice at [www.imeche.org/armedforces](http://www.imeche.org/armedforces).

If you set up a single-payment direct debit for 1 January or 1 April every year then ask for a receipt, it will ensure that wherever you are posted, your fees will be paid, and you can claim them back. To set up a direct debit call the subscriptions team on 01952 214050.

Serving members in the RAF are now able to sign up for central billing for fees through My Account.

## Conclusion

On average, 9 out of 10 people pass the interview at the first sitting, so it is not an impossible hurdle. To ensure you are one of those you need to prepare fully, spending sufficient time thinking about your engineering experience and how you will explain what you have done to satisfy each competence. If all goes well you will be doing most of the talking, with the interviewers setting the pace and the topics.

I wish you all the best in your application and interview to become an Incorporated Engineer or a Chartered Engineer with the IMechE.

## Incorporated Engineer

What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

What characteristics are we looking for?

Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation.

Incorporated Engineers are variously engaged in technical and commercial management and possess effective interpersonal skills.

## Chartered Engineer

What do we mean by competence?

Professional competence is the ability to carry out a task to an effective standard. Its achievement requires the right level of knowledge, understanding and skill, as well as a professional attitude. It is part of the requirement (along with commitment) that must be demonstrated in order for an individual to be admitted to the Engineering Council's Register at the relevant level.

What characteristics are we looking for?

Chartered Engineers are characterised by their ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change.

They might develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient production techniques, marketing and construction concepts, or pioneer new engineering services and management methods.

Chartered Engineers are variously engaged in technical and commercial leadership and possess effective interpersonal skills.

# The UK Standard for Professional Engineering Competence and Commitment (UK-SPEC)

UK-SPEC Competence	Incorporated Engineer (IEng)	Chartered Engineer (CEng)
A	Incorporated Engineers shall use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.	Chartered Engineers shall use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.
B	Incorporated Engineers shall apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services, and products.	Chartered Engineers shall apply appropriate theoretical and practical methods to the analysis and solution to engineering problems.
C	Incorporated Engineers shall provide technical and commercial management	Chartered Engineers shall demonstrate technical and commercial leadership.
D	Incorporated Engineers shall demonstrate effective communication and interpersonal skills	Chartered Engineers shall demonstrate effective communication and interpersonal skills.
E	Incorporated Engineers shall demonstrate personal commitment to professional standards, recognising the obligations to society, the profession and the environment.	Chartered Engineers shall demonstrate a personal commitment to professional standards, recognising the obligations to society, the profession and the environment.

## Useful Links

[The UK Standard for Professional Engineering Competence and Commitment \(UK-SPEC\)](#)